

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FROM**  
**CONTRACTORS FOR A JOB-ORDER-CONTRACT CONTRACT**  
**TOWN OF GILBERT, ARIZONA**

Project Name: General Utility Projects Job Order Contract  
Contract Number: To Be Determined  
Deadline: December 17, 2020 @ 5:00p.m. MST  
Submittal Location: Online Only  
Gilbert Staff Contact: Jason Montgomery, Senior Project Manager  
[jason.montgomery@gilbertaz.gov](mailto:jason.montgomery@gilbertaz.gov)  
RFQ available at: **Town of Gilbert Website ONLY (at no charge)**  
**<http://www.gilbertaz.gov/rfp>**

**Date and Location for Submittal:** Sealed Statements of Qualifications (SOQs) from qualified Job-Order-Contractors will be received electronically via the Town of Gilbert e-Builder electronic bidding platform (link provided below) until 5:00 p.m. MST, December 17, 2020. The SOQ shall consist of a single .pdf document that is PC readable and not password protected. Any Statement of Qualifications not received electronically via the Town of Gilbert eBuilder electronic bidding platform will not be accepted. It is the JOC's responsibility to assure SOQ's are received at the above location on or before the specified time.

Project specific Town of Gilbert e-Builder electronic bidding platform:  
<https://bidders.e-builder.net/landing?bidpackageid=63346989-3450-474f-9692-eb8d21583f6a>

**Project Description:** The Town of Gilbert is soliciting Job-Order-Contracting (JOC) services for General Utility Projects. Scope of typical services associated with this solicitation are outlined within the RFQ. Within this solicitation the Town may award up to three separate JOC contracts with separate firms for JOC services.

**Pre-Submittal Conference:**

A pre-submittal conference will be held on December 3, 2020 at 10:00 a.m., MST. It is highly recommended that all prospective Proposers attend, as Proposer responsibility issues will be discussed, along with Project requirements.

The pre-submittal conference will be held electronically via the Microsoft Teams platform. All attendees will need to access the meeting via the application, see following for options:

Download Application:

1. For PC/Mac <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
2. For Android: [https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_US](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_US)
3. For iPhone: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Via Browser:

The Meeting link will open in your primary browser, you can use any current, updated browser. Recommend using Google Chrome or Canary, Microsoft Edge, or updated equivalent.

By Phone only:

There will be no call-in only option.

The conference will not be recorded. A copy of the chat transcript will be summarized and provided via addendum. Any questions will be documented and duly responded to via addendum.

Conference Details:

1. Conference to be held electronically, December 3, 2020 at 10:00 a.m. MST.
2. Microsoft Teams meeting lobby will open 30 minutes prior to meeting time to allow for technical issues to be addressed.
3. Links to meeting:
  - a. [Click here to join the meeting](#)
  - b. [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmI5MWQ1M2MtNWl5Ni00Yjk1LTlkMzgtMGQ3NmY0ZjJkMzky%40thread.v2/0?context=%7b%22Tid%22%3a%222a562d2d-fcdc-4929-be1e-96860c5d7b0b%22%2c%22Oid%22%3a%22de5cac2b-5fbb-4904-b9d1-dbcd3288b6d4%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmI5MWQ1M2MtNWl5Ni00Yjk1LTlkMzgtMGQ3NmY0ZjJkMzky%40thread.v2/0?context=%7b%22Tid%22%3a%222a562d2d-fcdc-4929-be1e-96860c5d7b0b%22%2c%22Oid%22%3a%22de5cac2b-5fbb-4904-b9d1-dbcd3288b6d4%22%7d)

**SOQ Format:** Each SOQ received must be in accordance with the format and information provided within the Request for Qualifications package. Any submittal that does not conform, in all material respects to what is outlined in the RFQ, will be considered non-responsive. Each SOQ shall be submitted in a sealed envelope per the directions provided in the RFQ.

**Solicitation Transparency Policy:** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Deputy Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at Gilbert Civic Center, Town Hall Administration Building, 50 East Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

**Right to Reject SOQ:** GILBERT reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion.

GILBERT, or its consultants and advisors, will not be responsible for any cost incurred by any firm submitting a SOQ or responding to this notice.

**Equal Opportunity:** GILBERT is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit on this Project.

DATED: November 10, 2020

TOWN OF GILBERT, ARIZONA  
Town Clerk

Publications Date(s):

November 19, 2020

November 26, 2020